

Vacancy Announcement

Announcement #	438-10120	Position	Health Technician		
PayPlan	GS	Series	0640		
TargetGrade	5	Target PD		Pay Range	\$30,772 - \$40,005
Dev Grade		Dev PD		Dev Pay Range	
1st Dev Grade		1st Dev PD		1st Dev Pay Range	
Opens	05/10/10	Closes	05/28/10	Openings	1
Tour of Duty, etc	Full Time				
Special Comments	The procedures outlined in AFGE Master Agreement, Article 22, Section 8 will be followed. First consideration will be given to current Sioux Falls VAMC employees.				
Service	Patient Care Services				
Section					
Area/Consideration	VA Employees, Veterans, Status Eligibles				
Duty Site	Sioux Falls, SD				

Major Duties The Health Technician works with minimal supervision under the Nurse Supervisor, Associate Director Patient Care Services/ Nurse Executive. The incumbent act as the clerical representative in the patient care area. Providing support to the professional staff, physicians, nurses, and social worker).

Major duties include but are not limited to:

- Responsible for promptly notifying the nursing staff and providers of arrival of a new admission to the unit.
- Responsible for requesting any previous records patient may have, either from another VA facility or private facility which physicians may request. Provides security and accountability of old paper records of hospitalized patients.
- Triage all incoming calls to the unit, either referring them to appropriate professional personnel, relaying messages to patients, or dealing with issues independently. Acts as receptionist to visiting public and provides information as requested. Determines which information can be released under the present Privacy Act. Processes all incoming mail and makes proper distribution.
- Completes necessary consents for releasing of patient information and for requesting patient information from other facilities or providers. Ensures that the proper consent for release of this confidential information is obtained in conformity with Privacy Act Regulations.
- Accurately transcribes any over-printed provider orders.
- Conduct scheduling activity based on established scheduling policy and procedures. This includes, but is not limited to, application of scheduling guidelines and consults management. All scheduling functions will be in accordance with VHA National Scheduling Directive guidelines.
- Schedules tests and examinations which cannot be performed at this facility with community and private physician's offices and arranges for travel to and from the scheduled appointment.
- Inputs vital signs into CPRS from flow sheet.
- Independently complete the required forms to facilitate the discharge or transfer of patients to another VA facility or Nursing Home. Prepares and completes necessary documents for patients released to nursing homes under VA contract and self-pay basis. Faxes all required information and facilitates RN to RN conference calls prior to transfer.
- Responsible for activities relating to input or output of data into the computer system

for patient and bed control. Independently corrects minor errors in the computer as they arise and updates all information as they determine necessary. Regularly verifies patient's personal and next of kin information in computer upon each admission and discharge.

- Acts as liaison for referring patients to other services/departments and programs to provide maximum benefits to patients; i.e., physicians, social workers.
- Facilitates completion of GEC referral form.
- Independently makes computer entries for Nutrition and Food Service.
- Responsible for scheduling all follow-up appointments, making sure patient is aware of these appointments
- Responsible for ordering, procuring, and maintaining adequate supplies which support the overall all functioning of the unit.
- Arranges for escort of patients; may also transport patients
- Expedites all death records, completes appropriate documentation, and assists with belongings and escorting family to Death Details Clerk when necessary. Ensures that Chaplain or priest is called to be with family.
- Assists provider in obtaining authorization for special procedures from the family on incompetent or unresponsive patients.
- Disinfect cables/lines after patient discharges in rooms.
- Assists nursing staff with patient's activities of daily living.
- Empty Foley catheters and urinals and records intake and output.
- Assist with repositioning and transferring of patient from bed to chair, turning of patients; close observation of patients.

Time In Grade

Qualifications

QUALIFICATIONS: Applicants must have demonstrated that they have a sufficient level of knowledge, skills and/or abilities listed in Duties and Responsibilities and must possess the required competence to be rated eligible for consideration.

GS-5: Applicant must possess one year of specialized experience equivalent to the next lower grade level or four (4) years of education above the high school level.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAO's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

The complete OPM Qualifications Standard Handbook defining the specialized experience as well as the provisions to substitute education for experience is available for review in the Human Resources Management Service.

Rating Factors

KSAO #1: Ability to communicate orally and efficiently with the members of the surgical team and other patient care areas (i.e., x-ray, lab, patient floors).

KSAO #2: Knowledge of universal precautions of all infection control policies and procedures when handling specimens, supplies, and equipment.

KSAO #3: Ability to anticipate the needs of the surgeon during surgical procedures to respond in an emergency and / or life threatening situation.

KSAO#4: Knowledge of operations and function of all surgical instruments and equipment including testing procedures to assure all equipment is in good working condition.

Application Process Current Sioux Falls VAMC Employees

- Complete and current OF-612, "Optional Application for Federal Employment" or resume.
- Copy of latest performance evaluation
- Responses to Rating Factor (KSAO) listed above, addressed individually on plain sheet of paper or VA 4676a "Employee Supplemental Qualifications Statement". Failure to provide this information will deem the applicant ineligible for consideration for the position.

External Applicants must submit an application package consisting of:

- Complete and current OF-612, "Optional Application for Federal Employment" or resume. If you are submitting a resume, it must include the following information:
 - A. Announcement Number, Position Title, Pay Plan, Occupational Series and Grade.
 - B. Full legal name and complete mailing address
 - C. Daytime, as well as evening telephone numbers, including area code.
 - D. Country of Citizenship
 - E. Social Security Number
 - F. For experiences most relevant to the position, include name and address of employer, job title, starting and ending dates (month and year), average hours worked per week, supervisor's name and telephone number, and a description of your duties. If the position is (was) with the Federal government, state the series and grade or pay level. Indicate if we may contact your current supervisor.
 - G. Highest Federal Civilian grade held, along with the position title, occupational series and dates held.
 - H. For all colleges/universities attended, provide name, location and dates of attendance. Specify type and date of degree awarded, if any.
 - I. Description of training, honors, awards, recognition, license or certification relevant to the position.
- OF 306, "Declaration for Federal Employment. You must complete this form to determine your acceptability for Federal employment.
- Copy of latest performance evaluation
- SF-50 "Notification of Personnel Action" - Attention all previous and current Federal Status Eligible Candidates and any Veteran who received a career conditional/career appointment based on the Veteran Employment Opportunity Act (VEOA), must provide their last or most recent appointment/promotion SF-50, 'Notification of Personnel Action' which indicates proof of competitive status.
- Responses to Rating Factor (KSAO) listed above, addressed individually on plain sheet of paper or VA 4676a "Employee Supplemental Qualifications Statement". Failure to provide this information will deem the applicant ineligible for consideration for the position.
- If a veteran: Veterans Preference eligible's, including VRA 30% disabled, must submit a legible copy of ALL DD-214's showing all dates of service as well as character of service (honorable, general, ect.). Note: More than one DD-214 may be needed to show all dates of service. You will be given preference based on the information you submit with your application. Failure to provide this information will deem the applicant.
- Disabled veterans and other veterans eligible for 10-point preference must also submit an SF-15 with current proof of a service-connected disability. 10-point preference will only be given when proper documentation is submitted.
- References: Provide name, address, phone and relationship for three to four references

Each position that you apply for requires a separate application with the Vacancy Announcement for the position for which you are applying printed clearly on the application.

These forms may be obtained through the Human Resources Office or from www.sioxfalls.va.gov.

Application packages are to be submitted to and received in the VA Medical Center, Human Resources Office, 2501 W. 22nd St., Sioux Falls, SD 57105 not later than the closing date.

For additional information contact Patricia Hinzman, (605) 333-6852 or Patricia.Hinzman@va.gov.

WHAT TO EXPECT NEXT: Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

EQUAL EMPLOYMENT: Applicants will receive consideration without regard to race, color, sex, religion, partisan political affiliation, national origin, age, physical or mental handicap.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the agency. A decision for granting reasonable accommodation will be on a case-by-case basis.

SECURITY: Appointments in the Federal Government are subject to a criminal background investigation.

CONDITION OF EMPLOYMENT: Direct Deposit/Electronic Funds Transfer (DD/EFT) has been established for new civilian employees and employees competitively selected for promotions and reassignments. Employees meeting this definition must enroll in DD/EFT or request a waiver of enrollment. Information will be provided when the job offer is made and during in processing.